Appendix F: NPS Museum Collections Management Checklists

APPENDIX F: NPS MUSEUM COLLECTIONS MANAGEMENT CHECKLISTS

A. Overview

This appendix includes three Checklists that support the preservation of NPS collections.

- NPS Checklist for Preservation and Protection of Museum Collections
- NPS Collection Management Plan Team Site Visit Checklist
- NPS Collection Management Plan Team Reference Document Checklist

The NPS Checklist for Preservation and Protection of Museum Collections is submitted using the Automated Checklist Program (ACP) in the Automated National Catalog System (ANCS+). This Checklist is the responsibility of park museum employees. The information in Figure F.1 will assist you in estimating costs to correct deficiencies identified in the checklist.

The 1996 manual version of the Checklist (before it was incorporated into ANCS+) is in Figure F.2. This version is provided for easy reference to Checklist questions. Though the ACP questions are identical, the ACP allows you to track additional information. Parks and centers must submit their Checklist using the ACP.

The other two checklists (Sections C and D) in this Appendix are used by Collection Management Plan (CMP) teams and serve as outlines for the information that the CMP team collects, reviews, and distributes.

B. NPS Checklist for Preservation and Protection of Museum Collections

The NPS Checklist for Preservation and Protection of Museum Collections (Checklist) has gone through several revisions. It was first issued in 1986 as the Inspection Checklist for Museum Storage and Exhibit Spaces. The Department of the Interior adopted the checklist and in 1992 the NPS used a version entitled the DOI Checklist for the Preservation, Protection and Documentation of Museum Property, Part I: Preservation and Protection of Museum Property (as amended for use by the National Park Service, February 28, 1992). In 1996 it was automated in a DOS-based computer program and submitted by parks in electronic format for the first time. At that time it assumed its current name and the automated program was called the Automated Checklist Program (ACP). Since the issuance of ANCS+ in 1998, the Checklist is submitted using the Windows-based ACP, a utility in ANCS+.

1. *What is the purpose of the Checklist?*

Each unit (park, center, or office) is required to conduct a self-assessment in order to update progress on how well it is preserving and protecting the museum collections in its custody. The Checklist is designed as a tool to facilitate this self-assessment. It will assist you in identifying the preservation and protection needs of your unit's museum collection. The Checklist can help your unit to obtain funding from the servicewide Museum Collections Preservation and Protection Program (MCPP) and other funding sources to correct deficiencies in your:

- facilities
- equipment
- supplies
- planning

You also use the Checklist to report accomplishments regarding NPS Strategic Plan Goal Ia6 for the Government Performance and Results Act (GPRA).

2. *What additional tools do I need to address the ongoing (day-to-day) needs of the museum collection?*

The Checklist provides some data on managing the preservation of museum collections, but does not address all of the needs (including staffing) of your museum collection. The daily responsibilities include accessioning, cataloging, and inventorying; housekeeping; monitoring and controlling the environment and pests; storage; security; fire protection; conservation treatment; access; research; publication; and exhibits (both traditional and Web-based).

In addition to the Checklist, you need to use other planning and budgeting tools to identify the total base funding needs of the collection:

- Collection Management Plan (CMP)
- Resources Management Plan (RMP)
- Resources Management Assessment Program (R-MAP) – includes Natural Resources and Cultural Resources
- Performance Management Information System (PMIS)
- Operations Formulation System (OFS) – documents funding and staffing needs

3. *How do I complete the Checklist?*

To complete the Checklist you must use the Automated Checklist Program (ACP) included in the ANCS+ collection management package. The ACP generates the Checklist for your park, center, or office. Instructions for completing the Checklist using the ACP are in Appendix G: The Automated Checklist Program of the *ANCS+ User Manual* issued in 1998. The *ANCS+ User Manual* is issued to each park and center with ANCS+. You can download extra copies of the manual from the Museum Management Program website at <www.cr.nps.gov/museum/publications/ancs.html>.

4. *What data do I collect and record with the Checklist?*

The Checklist identifies basic preservation and protection deficiencies when you answer a list of questions for each facility in your unit.

A **unit** is defined as a park, center, or office with museum collections. You answer one group of questions (Section H. Professional Assistance and Museum Planning) just for the unit.

A **facility** is defined as a space that houses museum collections, for example, a visitor center, rooms in a historic structure, a barn, or park headquarters. A single building can have more than one facility (or space) where museum objects are located. For example, the exhibit area, the storage room, and the administrative office that houses museum objects or archives could each be a separate facility within one building.

You must answer "YES" or "NO" or "NOT APPLICABLE" to each question and record the following information where appropriate:

- description of the deficiency
- cost estimate to correct the deficiency
- description of the action that will be taken to correct the deficiency
- comments
- funding spent in the previous fiscal year
- previous estimates for cost that have been recorded in the Checklist
- percentage of the deficiency that has been corrected, if not complete

5. *How are NPS preservation and protection standards reflected in the Checklist?*

The NPS standards, or basic requirements, for managing museum collections are represented by each question in the Checklist. You complete this self-assessment to determine which standards your park meets. If the unit does not meet a standard (that is, you answer "NO" on the Checklist), then the unit has a deficiency for that standard. The Checklist has standards in eight categories:

- Administrative offices
- Museum collections storage
- Exhibits
- Museum environment
- Security
- Fire protection
- Housekeeping
- Professional assistance and museum planning

6. *How is the Checklist organized?*

The standards under each category (except professional assistance and museum planning) are organized under the following sub-categories:

- Operations (procedural)
- Museum facility
- Equipment and supplies

You will answer different questions on the Checklist depending on the type of facility (Unit, Administrative, Storage, or Exhibit). These questions will come up automatically in the ACP.

If type of space is . . .	***Then . . .***
Unit	answer Section H. Professional Assistance and Museum Planning
Administrative	answer Section A. Administrative Offices
Storage	answer Sections B. Museum Collection Storage D. Museum Environment E. Security F. Fire Protection G. Housekeeping
Exhibit	answer Sections C. Exhibits D. Museum Environment E. Security F. Fire Protection G. Housekeeping

7. *How do I determine costs for correcting deficiencies identified in the Checklist?*

The information in Figure F.1 will assist you in estimating costs to correct deficiencies identified in the Checklist. All categories and subcategories in the table correspond to the Checklist. The costs shown are average costs that may be increased or decreased in your cost estimates depending on your unit's needs and geographic location.

> ***With two exceptions, you must correct all deficiencies listed under the sub-category "Operations (procedural)" with base funding. Procedural deficiencies have minimal cost and can be corrected with changes in procedures. The two exceptions are under Category E. Security, question 1 (key issuance) and question 8 (Emergency Operation Plan).***

Consult with park maintenance and protection staff as well as the regional/SO curator for assistance with estimating costs. If numerous deficiencies are identified, it may be necessary to rehabilitate an existing facility or to construct a new facility. Review programming documents for cost estimates. Look at documents such as the Project Management

Information System (PMIS) projects and plans for new construction and repair/rehabilitation of museum collection storage and exhibit facilities.

Prices of equipment and supplies don't include shipping. Units should contact vendors for estimates of shipping to the site. Pricing, except where covered by contracts, is approximate and based on current prices from a range of acceptable models, types, or materials from several vendors. Refer to the NPS *Tools of the Trade* for descriptions and vendor sources of equipment and supplies.

> ***Estimates should be calculated and as close to the real cost as possible. These estimates are important. Servicewide plans and long-range programming and budgeting are based on these data.***

8. *How do I use the information in the Checklist?*

Use the reports generated in the Checklist to help you plan improvements to the preservation and protection of your museum collections. As you carry out projects that remove the deficiencies on the Checklist, you will:

- improve the care given to the collections
- meet NPS museum standards
- ensure the continued survival and accessibility of NPS collections
- enhance access and use of NPS museum collections

9. *How is the Checklist used for GPRA?*

The NPS has developed a Servicewide Strategic Plan in response to the Government Performance and Results Act (GPRA). Your park also has a Strategic Plan. The NPS tracks annual performance on the goals in these plans. Goal Ia6, "X% of preservation and protection conditions in park collections meet professional standards," uses Checklist data to track performance.

10. *Who else uses the information in the Checklist?*

The Museum Management Program (MMP) and regional and support offices use the information to:

- track conditions in spaces housing collections at servicewide, regional, cluster, and park levels
- measure strategic plan progress for GPRA goal Ia6
- help determine servicewide funding distributions for correcting identified deficiencies
- prepare budget justifications and develop funding requests
- prepare reports for park, cluster, and regional management; the Director, the Department of the Interior, Congress, and public inquiries

Regional and support offices may collect information from parks to help them organize more local strategies for support and funding.

C. NPS Collection Management Plan Team Site Visit Checklist

A Collection Management Plan is one of the primary planning documents for park museum collections. Each park must have a CMP. A CMP assesses a park's museum collection management program to identify problems and makes recommendations to improve the care of the collection.

When a Collection Management Plan (CMP) team visits your site, it will consider a wide range of topics in evaluating your museum program. The checklist in this section provides a detailed outline of a typical CMP. The broad categories may include:

- history of park and museum collection
- scope of collection
- documentation, including records and information management systems
- archival and manuscript collections
- security
- environment
- storage
- exhibits
- housekeeping and cyclic maintenance
- access and use
- staffing
- planning, programming, and funding

Under each category the checklist provides details of the types of topics that may be addressed by the team members. Each park and its museum collections are unique. The topics and depth of detail addressed in each park's CMP depends on the size, content, and condition of the museum and archival collections.

The checklist may be provided to the park staff in advance of the CMP team's visit to the park. It serves to orient the park superintendent and staff on the types and depth of information that the team will require when preparing a plan that will be useful to the park. The team members use the checklist as a reminder of topics to cover.

A CMP team may include a variety of professionals depending on the types of collections in the park. Types of professionals who may be on a CMP team include:

- Archeologists
- Archival specialists and technicians
- Archivists
- Collections managers
- Conservators
- Curators
- Historians
- Natural scientists
- Registrars
- Security specialists
- Structure fire management specialists

See Chapter 3: Preservation: Getting Started, for more information on the CMP process and how the CMP relates to the Collection Condition Survey (CCS). See *Museum Handbook*, Part II, Appendix D: Museum Archives and Manuscript Collections, for guidance on incorporating a collection-level survey description of your archival materials into a CMP.

NATIONAL PARK SERVICE
COLLECTION MANAGEMENT PLAN (CMP) TEAM
SITE VISIT CHECKLIST

I. HISTORY OF PARK AND MUSEUM AND ARCHIVAL COLLECTION

___ Enabling legislation/authorization

___ Purpose of site/park

___ Cultural and natural significance of park

___ Provenance/source of collection

___ Significance of collection and relationship to the park

___ Size of collection

- ___ Numbers and types of objects and specimens in collection
  - ___ disciplines
  - ___ object classifications
- ___ Number and types of archival collections
  - ___ total number of separate archival collections (by provenance)
  - ___ linear feet of records
  - ___ types of documents (electronic? photos? films? audio/videotapes?)
  - ___ inclusive dates of archival collections

___ Visitation

- ___ Recent visitor statistics
- ___ Peak season/time
- ___ Visitor impact on collection (annual statistics)
  - ___ number of duplicates provided
  - ___ number of research requests (NPS and external) from Collections Management Report
  - ___ number of research room visits (individual visits), if available
  - ___ number of research room visitors (distinct visitors as opposed to visits), if available
  - ___ number of publications, exhibitions, interpretive sessions, films, etc. produced using collections, if available
  - ___ number of FOIA requests

II. SCOPE OF COLLECTION

___ Review the Scope of Collection Statement by theme, types of materials, historical era, and geographical coverage to ensure it covers all necessary materials. (Use NPS Checklist for Evaluating Scope of Collection Statements. See Appendix E: Scope of Collection Statement.)

___ Acquisition strategies

___ Gaps in collection by theme, type of material, association, historical era, geographical coverage

- ___ Collections development strategy (cooperative acquisition planning with other local/national organizations)
- ___ Priorities for collecting

___ Status of records management program in park

___ Disposition strategies

___ Objects outside scope of collection

___ Deaccession proposal(s)

___ Status of official records disposition, if relevant to collections

___ Identification strategies for park collections held outside the NPS

___ Where managed

___ How managed—preservation, arrangement, description, and access issues

III. MUSEUM DOCUMENTATION (RECORDS AND INFORMATION MANAGEMENT)

___ Records storage and preservation

___ Fire-rated, insulated file cabinet with lock
- ___ load limitation
- ___ need for back-up

___ Magnetic media safes, files, boxes
- ___ floor load
- ___ need for back-up
- ___ refreshing/migration needs

___ Location
- ___ physical and intellectual access
- ___ sensitive data
- ___ vital records security

___ Acid-free photocopies of one-of-a-kind records

___ Use of high-quality storage materials

___ Condition
- ___ reformatting needs
- ___ other treatment needs

___ Accession records

___ Accession Book
- ___ first and last entries/dates
- ___ consecutive entries and pages
- ___ catalog numbers
- ___ received from/how acquired
- ___ recording of multiple objects in single accession

___ Accession folders
- ___ proof of ownership (title documents and physical custody documentation)
- ___ correspondence on acquisition

___ correspondence on donor and legal restrictions, including copyrights, privacy, and publicity rights
___ correspondence on consultations with affiliated groups relating to potential cultural sensitivities
___ model releases, interview releases, permissions, and licenses relating to accessions
___ checklist
___ Accession Receiving Report (Form 10-95)

___ Source of accession file (optional)

___ Unaccessioned objects

___ Number and type

___ Official/non-official, active/inactive records

___ Catalog records

___ Copies
___ electronic copy for National Catalog submission
___ blue "working copies" in post binders (optional)
___ classification and location files (optional)
___ first and last catalog records (number/dates)
___ backup copy of ANCS+ data stored off-site

___ Registration and catalog data in ANCS+
___ all mandatory data complete and accurate
___ classifications correct
___ descriptions sufficiently detailed
___ condition indicated and current
___ locations current
___ values current and updated periodically

__ ANCS+
___ percent of collection in ANCS+
___ type of equipment

___ Retrievability of objects and information
___ objects marked with catalog numbers correctly
___ acronyms used
___ NH labels

___ Cataloging backlog
___ number and type of objects (available on CMR)

___ Catalog folders or ANCS+ supplemental records
___ condition reports
___ object treatment requests and reports
___ appraisals
___ research information
___ restrictions
___ routine maintenance
___ location, status, and catalog history

___ Inventory records
___ 100% inventory, if applicable

___ Automated Inventory Program
    ___ Random Sample Inventory
    ___ Controlled Property Inventory
    ___ Accessions Inventory

___ Missing objects
    ___ Report of Survey (DI-103)

___ Collections Management Report

___ Accurate

___ Center records included

___ Non-NPS repository records included

___ Loans included and accurate

___ Loan records

___ Incoming (number, location, and renewal)

___ Outgoing (number, location, and renewal)

___ Loan agreements

___ Loan folders and files

___ Loan tracking

___ Deaccessions

___ Number and type

___ Disposition documents

___ Photographs

___ Object photos
    ___ room/exhibit installation photos
    ___ record photos
    ___ digital photos in ANCS+

IV. ARCHIVAL AND MANUSCRIPT COLLECTIONS

___ Archival collecting history

___ Synopsis should include:

___ When and why archival and manuscript collecting began

___ The focus (thematic, temporal, and geographic) of early archival collecting

___ Names and titles of major records/archival manuscript collection creators/collectors

___ The history of records management in the park, if known

___ An abstract of the park archival and manuscript collections at the repository level, including:
- ___ number of separate archival/manuscript collections
- ___ number of collections with finding aids
- ___ number of collections cataloged at the archival collection level in ANCS+
- ___ inclusive dates of total archival holdings
- ___ volume of total archival holdings
- ___ major types and estimates of quantities of materials included (e.g., photographs, architectural drawings, sound and video recordings, maps, electronic media, and manuscripts)
- ___ brief description of any exceptionally significant groups of materials
- ___ major gaps in archival collections, if known (e.g., nothing on a particular era, theme, region, group, or entire categories of records, for example, diaries, maps, or photos)
- ___ identification of the various buildings and spaces containing archival materials
- ___ determination of whether an Archival Assessment has been done (all archival and manuscript collections and park records have been surveyed and described at the collection level with recommendations)
- ___ attached copy of any archival assessment or other collection-level survey of park records and manuscripts

___ Records management

___ Does the park have the following:
- ___ a clear file plan
- ___ trained records management staff
- ___ all official records located and labeled with clear disposition plan (to NARA) and cut-off dates
- ___ all inactive non-official records located, compared to the SOCS, and materials for the museum collections transferred and cataloged or disposed of appropriately

___ Procedures

___ Archival processing plan indicating:
- ___ prioritized lists of collections for arrangement, description, preservation, reformatting, and finding aid work
- ___ documentation on major collection risks (preservation, legal, and theft/vandalism)
- ___ definition of resource (staffing, supply, and funding) needs
- ___ staff training needs
- ___ archival storage, work, and reference room improvements necessary
- ___ steps necessary to achieve better access to collections

___ Processing guidance including standard operating procedures for:
- ___ archival collection preservation

___ archival handling
___ archival rehousing and storage
___ archival reformatting and/or treatment
___ archival description and cataloging (including ANCS+ cataloging and description in Collections Management and Archives Module):
    ___ descriptive rules (archives, personal papers, and manuscripts),
    ___ descriptive format (MARC format)
    ___ vocabularies (Library of Congress Subject Headings and AAT)
    ___ personal and corporate names (Library of Congress name authorities)
___ finding aid and guide creation, indexing, and production procedures
___ procedures for mounting finding aids on Web
___ procedures for sending guides and finding aids to National Union Catalog of Manuscript Collections (NUCMC).
___ archival arrangement, including
    ___ preparatory research work
    ___ identification of provenance and original order,
    ___ identification of restrictions
    ___ how to identify and arrange series
    ___ how to identify and arrange file units
    ___ when and how to weed
    ___ how to resolve problems

___ A collections documentation strategy identifying any gaps in collections and indicating how they will be filled

___ Access and use

___ Catalog records at the archival collection-level in ANCS+ Collections Management System
___ Collections processed (arranged and described) by a professional archivist
___ Major collections cataloged within the ANCS+ Archives Module at the series and/or file unit and/or item-level.
___ Item level records linked to an appropriate collection-level record in the ANCS+ Collections Management System
___ Indexed finding aids for each archival or manuscript collection in the park
___ Master guide to all collections with a single index to names, subjects, and formats (document types)
___ Entries in the NUCMC on park collections

___ Equipment

___ On-site freezer, or off-site storage for nitrate film
___ Book trucks to transfer materials to research room

V. MUSEUM SECURITY (Use Survey Checklist) See Chapter 9:"Security and Fire Protection" and Appendix G: "Museum Collections Protection."

___ Procedures

___ Risk assessments

___ Physical and electronic security

___ Fire prevention, detection, and suppression

___ Emergency management, planning, and response

VI. MUSEUM ENVIRONMENT

___ Temperature and relative humidity

- ___ Local climate
  - ___ mean/extreme temperature and RH
  - ___ frost season
  - ___ annual precipitation
- ___ Measurements
  - ___ room-by-room
  - ___ outside
  - ___ past logs/charts and analyses
- ___ Equipment
  - ___ psychrometer (sling/aspirating)
  - ___ hygrothermographs
  - ___ dial thermohygrometers
  - ___ dataloggers
  - ___ calibration frequency
- ___ Climate control
  - ___ HVAC system (type and location of air handlers, vents)
  - ___ portable humidifiers and dehumidifiers (location and number)

___ Light

- ___ Measurements (seasonal)
  - ___ ultraviolet
  - ___ visible
- ___ Light sources
  - ___ natural (doors, windows)
  - ___ artificial (fluorescent, incandescent)
- ___ Protection
  - ___ UV-filtering film on windows
  - ___ UV sleeves on fluorescent lights
  - ___ curtains, shades, shutters

___ Dust and air pollution

___ Local air pollution levels
    ___ monitoring in park (by EPA or other agency)

___ Source of dust air pollution
    ___ highways
    ___ industry
    ___ unexcavated basement
    ___ asbestos containing materials in building
    ___ visitors

___ Air filtration/purification system
    ___ HEPA filter
    ___ activated charcoal filters
    ___ portable air purifiers

___ Protective measures
    ___ entrance mats
    ___ weather-stripping

___ Biological infestation

___ Past infestation
    ___ pests identified (insects, birds and mammals, mold)
    ___ action taken
    ___ damage to collection
    ___ evidence of current infestation (frass and droppings, tunnels and holes, nests, mold)
    ___ staging area and freezer for dealing with infested materials

___ Park IPM Program
    ___ park IPM Coordinator involvement with museum collections
    ___ monitoring program
    ___ periodic inspections
    ___ written log and analyses

___ Potential attraction and harborage sites
    ___ kitchen (food storage)
    ___ appliances
    ___ plumbing/water source
    ___ cracks and gaps
    ___ trash removal (overnight)

___ Pesticides
    ___ unauthorized use of any pesticide
    ___ potential hazards from past pesticide use

___ Hazardous materials and response

___ Labeled hazards
    ___ cellulose nitrate film
    ___ collections with pesticide residues
    ___ firearms, armaments, edged weapons, ammunition
    ___ medical, dental, veterinary equipment
    ___ heavy metals in textiles
    ___ hazardous rocks/fossils
    ___ radiation

___ toxic materials used in construction of objects
___ asbestos
___ flammable supplies
___ moldy materials
___ pest residues

___ Safety equipment
___ rated breathing apparatus, for mold, hantavirus and asbestos fitted to staff who need them
___ smocks, neoprene gloves, goggles

VII. STORAGE

___ Existing storage condition

___ Location of storage
___ hazardous location (fault line, cliff, near water, near highway)
___ attic
___ basement
___ water pipes/roof leaks/open water source overhead/storm drain in or above space
___ available space (square footage)
___ 10 year expansion needs
___ additional space needed for current collection (compactor system, superinsulated building)
___ load limitations
___ space utilization (aisle widths, cabinet arrangement)
___ multiple building use
___ off-site storage
___ collections split, consider all locations

___ Dedicated storage
___ non-museum items or functions that don't belong in collections storage
___ restricted access

___ Exclusively curatorial functions
___ percent of collection in storage
___ type of museum objects
___ organization of storage (by material, provenience or object type)
___ range in size of objects stored

___ Storage equipment
___ number of cabinets/shelves
___ type of cabinets/shelves
___ standard/double specimen cabinets
___ wardrobe/jumbo GL-C cabinets
___ visual storage cabinets
___ entomology cabinets
___ herbarium cabinets
___ map cabinets
___ security gun vaults
___ art storage racks
___ mobile shelving-either bakers rack or installed
___ fire-insulated file cabinets
___ steel shelving
___ equipment needed
___ condition of cabinet gaskets seals
___ cabinet locks

___ Storage methods
- ___ stored correctly using proper equipment
- ___ elevated off floor >4"
- ___ polyethylene drawer liners/shelf pads
- ___ polyethylene foam cavity packing
- ___ stacking/crowding
- ___ dust covers made of stable materials, where appropriate
- ___ labels

___ Curatorial workspace
- ___ separate from storage area
- ___ examining table
- ___ other equipment
- ___ no food or open water sources

___ Research room
- ___ separate from storage and curatorial work areas
- ___ totally and easily visible from the curatorial work space
- ___ lockers or coat rack and storage space nearby
- ___ ANCS+ terminal available
- ___ adequate space
- ___ good lighting at low levels using incandescent spot lights
- ___ stable environment similar to storage space
- ___ continuous staff supervision during operation

___ Off-site storage
- ___ leased space for park collections
- ___ regional NPS repositories
- ___ non-NPS repositories (documented loans)
- ___ cellulose nitrate and cellulose ester cold storage

___ Condition of objects, archival and manuscript materials and specimens in storage

___ Collection Condition Survey needed

___ Storage materials
- ___ inert, archival quality
- ___ acid-free, buffered or unbuffered
- ___ cabinets vs. shelves
- ___ specimen trays
- ___ padding

___ Periodic inspection for deterioration
- ___ frequency
- ___ evidence of deterioration
- ___ conservation treatment needed
- ___ reformatting and retirement or treatment of original

___ Proper storage to maintain condition
- ___ archeological bulk collections
- ___ baskets
- ___ books
- ___ ceramics and glass
- ___ costumes
- ___ electronic records

___ entomology specimens
___ firearms
___ fossils
___ freeze-dried/taxidermy specimens
___ furniture
___ herbarium specimens
___ manuscripts and archival textual materials
___ magnetic media
___ maps
___ metals
___ motion picture film
___ paintings and framed graphics
___ phonograph records
___ photographic images
___ skins
___ textiles
___ unframed graphics
___ wagons, carriages, canoes
___ wet specimens
___ other

VIII. EXHIBITS

___ Evaluation of collection use in exhibits

___ Existing exhibit conditions

- ___ Locations
  - ___ visitor center
  - ___ other exhibits
- ___ Furnished historic structures
  - ___ approved historic furnishing report
  - ___ tour arrangements (average group size, guided/self-guided)
  - ___ placement of objects away from vents/light and potential handling/touching
- ___ Exhibit cases and construction
  - ___ UV glass or Plexiglas
  - ___ UV shields on lights
  - ___ inert materials
  - ___ curatorial access
  - ___ security (tamper-free)
  - ___ air tight (gasket seals)
  - ___ object mounts
- ___ Exhibit lighting
  - ___ low-voltage, cool lights (see also Museum and Archival Environment)
- ___ Exhibit maintenance manual
- ___ Rehabilitation needed

___ Condition of objects on exhibit

- ___ Collection Condition Survey needed

___ Neutral barriers between objects of dissimilar materials (Mylar, acid-free matboard)

___ Neutral barriers between objects and audience

___ Park procedures limiting smoking, eating, and receptions in exhibit spaces

___ Evidence of deterioration
- ___ conservation treatment needed
- ___ weekly/daily inspections
- ___ objects that should not be exhibited

___ Exhibit maintenance
- ___ manuscripts and books (rotated/turned - copies used where possible)
- ___ textiles and costumes (refolded/rotated)
- ___ wood furniture (waxed)
- ___ silver (polished or lacquered)
- ___ iron and steel (microcrystalline wax)
- ___ other

___ Reproductions
- ___ cataloged
- ___ substituted for fragile original in exhibits and for reference

___ Objects accessible for visitors to touch
- ___ consumptive use approved

IX. HOUSEKEEPING AND CYCLIC MAINTENANCE

___ Existing conditions

___ Dust

___ Clutter

___ Written housekeeping manual

___ Cleaning methods

___ Cleaning materials

___ Schedule (documented in ANCS+ Maintenance Module)

___ Equipment

___ Vacuums (HEPA, backpack, portable)

___ Other equipment and supplies

___ Proper handling of museum and archival objects

___ Cyclic preventive building maintenance

___ Maintenance Management System (Facility Management Software system, effective FY2000)

___ Personnel

- ___ Maintenance staff (supervisor)
- ___ Curatorial staff
- ___ Training in curatorial housekeeping

___ Storage of cleaning supplies and equipment

X. ACCESS AND USE

___ Procedures for evaluating museum collections use

- ___ Forms
  - ___ access procedures and rules governing use statement
  - ___ researcher registration form
  - ___ copyright and privacy restrictions statement
  - ___ researcher duplication form
  - ___ researcher log
  - ___ Checklist: Evaluating a Request to Use Museum Objects
- ___ Standard operating procedures
  - ___ access procedures
  - ___ research and reference standard operating procedures
  - ___ handling procedures
  - ___ monitoring research space
  - ___ duplicating and reformatting

___ Research space

- ___ Conditions
  - ___ dedicated space
  - ___ security
  - ___ adequate space
  - ___ location adjacent to work and storage space
  - ___ adequate equipment and utilities
  - ___ disabled access

___ Restrictions and legal issues

- ___ Restrictions
  - ___ donor
  - ___ sensitive data
- ___ Legal issues and compliance
  - ___ copyright
  - ___ privacy and publicity
  - ___ Archaeological Resources Protection Act
  - ___ National Historic Preservation Act
  - ___ Endangered Species Act
  - ___ Public Law 105-391, Title II-National Park System Resource Inventory and Management
  - ___ Freedom of Information Act
  - ___ Native American Graves Protection and Repatriation Act

___ Publications

- ___ Forms
  - ___ intellectual property permission request
  - ___ assignment of copyright by contractor
  - ___ cooperative publishing agreement
  - ___ model release form
  - ___ Memorandum of Agreement or contract with publisher
- ___ Standard operating procedures
  - ___ publication project checklist
  - ___ digital publications project checklist
  - ___ Museum Management Program editing checklist

___ Reproductions

- ___ Forms
  - ___ reproduction order notification sheet
  - ___ permission to publish
  - ___ agreements and contracts for reproductions
  - ___ standard operating procedures for 2-D and 3-D reproductions

___ Special uses

- ___ Forms
  - ___ special use permit
  - ___ hold harmless or liability clause to be included in a special use permit
  - ___ conditions included in special use permit for spaces housing museum collections
- ___ Procedures
  - ___ filming and photography in spaces housing museum collections
  - ___ special events in exhibit spaces
  - ___ keeping objects in working order
  - ___ museum objects used in performance, sound production or demonstration
  - ___ museum objects used in educational and interpretive programs

___ Research

- ___ Staff knowledge of library research techniques
  - ___ basic research
  - ___ special sources on archives
  - ___ special sources on museum objects
- ___ Staff knowledge of museum research techniques
- ___ Staff knowledge of archival research techniques
- ___ Staff knowledge of Web searching techniques
- ___ Staff knowledge of how to interview potential researchers

X. STAFFING

___ Archives Technician (1421 series)
___ Archivist (1420 series)
___ Curator (1015 series)

___ Museum and Archival Aid
___ Museum Technician (1016 series)
___ Park Ranger with collateral duty
___ Supervisor/park division (Interpretation/Resource Management)
___ Registrar (1001)
___ VIPs and student interns

___ Training and experience of incumbent(s)
    ___ Training needs
    ___ Basic curatorial training
    ___ Archives management knowledge including: arrangement, description, handling, rehousing, deterioration and preparation for treatment, reformatting, reference services and research, cataloging in ANCS+ (including descriptive standards), finding aid production, archival guide production, intellectual property rights (copyrights, privacy, and publicity) and restrictions issues
    ___ ANCS+ training
    ___ Conservation management including identifying deterioration and treatment needs, project planning, working with a conservator, contract requirements for survey, treatment and analysis, using the Conservation Module in ANCS+

___ Adequate positions for workload

XII. PLANNING, PROGRAMMING, AND FUNDING

___ Park planning documents include collections

    ___ General Management Plan (GMP)

    ___ Park Strategic Plan

    ___ Annual Performance Plan

    ___ Resources Management Plan (RMP)

___ Funding sources

    ___ Backlog Cataloging (BACAT)

    ___ Cooperating associations

    ___ Cultural Cyclic Maintenance Funds

    ___ Cultural Resources Preservation Program (CRPP)

    ___ Museum Collections Preservation and Protection (MCPP) Program

    ___ ONPS (base funding)

    ___ Recreational Fee Demonstration Program

    ___ other

D. NPS Collection Management Plan Team Reference Document Checklist

The checklist in this section provides a list of park related documents (e.g., legislation, park-specific plans, general park information, park museum operational procedures, curatorial budget, curatorial position descriptions and performance standards) that the team members will need to review and evaluate. Some of these documents (for example, Scope of Collection Statement, General Management Plan, Park Strategic Plan, Annual Performance Plan, Resources Management Plan, NPS Checklist for Preservation and Protection of Museum Collections, Collections Management Reports) may be requested before the team's site visit.

NATIONAL PARK SERVICE
COLLECTION MANAGEMENT PLAN TEAM REFERENCE DOCUMENT CHECKLIST

Legislation

___ Enabling legislation, presidential proclamation, or executive order
___ Subsequent legislation
___ Congressional background reports
___ Other:

General Information

___ Brochure(s)
___ Handbook
___ Other:

General Park Plans

___ General Management Plan
___ Strategic Plan
___ Annual Performance Plan
___ Resources Management Plan (Cultural and Natural - including project statements related to collections and facilities housing them)

Plans and Documentation Specific to Museum Collections

___ Scope of Collection Statement
___ Collection Management Plan
___ Annual Inventory of Museum Property
___ Exhibit Plan(s) (including list of objects)
___ Historic Furnishings Report(s)
___ Collection Condition Survey(s)
___ Collection Storage Plan
___ Collections Management Report (Form 10-94)
___ Checklist for Preservation and Protection of Museum Collections

Other Pertinent Resource Management Plans

___ Historic Resource Study
___ Historic Structure Report(s)
___ Inventory and Condition Assessment Program (ICAP)
___ Ethnographic plans
___ Archeological plans
___ Other:

Park Museum Collection Management Procedures

___ Procedures for access and use of museum collection
___ Opening and closing procedures for museum exhibit and storage spaces
___ Housekeeping plans/schedules
___ Park's Emergency Operation Plan (including Structural Fire, Physical Security, Disaster/Emergency Plans)

___ Integrated Pest Management Plan
___ Building/facility cyclical maintenance manuals/schedules

Other Park Procedures and Documents Relevant to Collection Management

___ Construction drawings or blue prints for buildings housing museum collection (visitor centers, storage rooms, furnished historic structures, etc.)
___ Basic operating plan
___ Staffing/organization chart
___ Position description(s) for staff assigned curatorial responsibilities
___ Performance standards for staff assigned curatorial responsibilities and supervisor
___ Current budget
___ Cooperative agreements
___ Project Management Information System (PMIS) Statements
___ Current permits (36 CFR 2.5g), if expected to generate specimens for the museum collection
___ Performance Management Data System (PMDS) entries for collections-related Strategic Plan goals (Ia6, Ib2D, others)

E. List of Figures

Cost Estimates (1999)

NOTE: $/SF = costs per square foot

Administrative Offices (For costs, see appropriate categories below.)

Museum Collection Storage **Dollars**

Museum Facility

- Renovating an existing facility 58-95/SF
- Constructing a new facility (DSC designed and coordinated project, does not include site preparation) 225-330/SF
- Insulated Modular Structures (IMS) - recommended only for use inside an existing structure. (See COGs 4/7 and 4/8). Costs range from small structures without HVAC, security, and fire protection systems that are assembled by unit staff to large structures with HVAC, security, and fire protection systems that are assembled by a contractor. 50-120/SF
- IMS within an enclosing wood frame or masonry structure built specifically to accommodate the IMS. The cost includes climate control, security and fire protection systems. 90-185/SF
- Park-built structures, including climate control, security and fire protection systems 84-147/SF
- Contractor-built structures, including climate control, security and fire protection systems 84-168/SF

NOTE: Construction costs vary with the type, size, and configuration of the structure; the locality (costs in Alaska could double those cited); the difficulties of site preparation; and the complexity of the HVAC, security, and fire protection systems. Costs for systems range from $4-15/SF for fire detection/suppression systems, $4-6/SF for intrusion detection systems, and $10-40/SF for HVAC systems. The cost for architectural and engineering planning such as facility preliminary design (Title I) and design and specifications (Title II) may be absorbed in the overall cost of the building (if contractor or park designed and constructed), cost up to $20/SF if obtained separately, or be 17% of the overall project cost if DSC designed and constructed.

Equipment and Supplies

- Retrofit gasket kit 38
- Sash lock 10
- Standard museum cabinet w/10 drawers 650
- Doublewide museum cabinet w/10 drawers 1,135
- Wardrobe cabinet w/specialized storage interiors (depends on interior) 1,210-2,500
- Herbarium cabinet, counter height (12 compartments) 500
- Herbarium cabinet, full height (26 compartments) 730
- Entomology cabinet, counter height (15 drawer openings) 560
- Entomology cabinet, full height (24 drawer openings) 850
- Cornell drawers for entomology cabinets 38
- Security gun vault with acrylic museum assemblies 2,000
- High density moveable-aisle storage systems 110/SF
- Slotted metal angle for constructing large shelving units (bundles of 10 - 12′ angle pieces with 75 nuts and bolts) (2 bundles are needed for unit of 3 shelves measuring 4′x8′; 3 bundles are needed for unit of 5 shelves measuring 4′x8′) 140/Bundle
- 5/8"-3/4" plywood sheets for shelving 25/sheet

Figure F.1. Cost Estimates (1999)

Dollars

- Steel shelving units 200/unit
- Map cabinet 5-drawer unit (need 2 units for counter height) 565
- Map cabinet top and base units 250
- Sanitary platform for standard museum cabinet 60
- Sanitary platform for doublewide museum cabinet and wardrobe cabinet 85
- Safety stacking rim for standard cabinet 35
- Lumber, plywood and paint to construct wooden platform (labor not included) for
  - Standard museum cabinet 25
  - Doublewide and wardrobe cabinet 35
- Flammable liquid cabinet 600
- GSA utility cabinet for forms and museum supplies 210
- Costs for polyethylene foam, specimen trays and specialized containers as listed in the NPS *Tools of the Trade* vary greatly. Call vendors listed in the NPS *Tools of the Trade* for current prices. Units may order modest quantities of these materials through the Museum Supply and Equipment Program, Museum Management Program.

NOTE: The costs for equipment do not include shipping. Shipping costs can be as high as 1/3 of the cost of the equipment when shipped in the contiguous United States, higher when shipped to Alaska, Hawaii, Guam and other locations outside the continental United States.

Museum Exhibit

Equipment and Supplies

- Replacing an exhibit case
  - Table top or pedestal exhibit case 1,500-8,000
  - Walk-in-style exhibit case 10,000-30,000
- Retrofitting existing exhibit case
  - Retrofit of exhibit case, e.g., surfaces/paints, graphics/furniture replacement 1,500-5,000
  - Retrofit of exhibit case structure, e.g., physical security, lighting component 2,500-10,000
  - Retrofit of object mount, e.g., single mount, garment manikin 200-1,000

NOTE: Exhibit replacement and retrofitting costs vary with the size and complexity of the exhibit case. Factors affecting cost include whether or not there is a need for specialized humidity control, lighting, security and museum mount features; the availability of specialized contractors; and the proximity of contractors to the park.

Museum Environment

Museum Facility

HVAC System 10-40/SF

Equipment and Supplies

- Hygrothermograph 500-675
- Datalogger (temperature and RH recording) 540
- Remote probe for datalogger (for use in exhibit cases) 200

Figure F.1. Cost Estimates (1999) (continued)

Dollars

- Datalogger computer software for setting up instruments and analyzing data 120
- Electronic thermohygrometer (depending on brand and style) 325-1,000
- Sling psychrometer 21-125
- Aspirated psychrometer 150
- Hygrometer 30-160
- Portable dehumidifier (refrigerant type) 300
- Portable dehumidifier (desiccant type) 900
- Humidifier 300
- Portable air purifier with HEPA and activated carbon filters 300
- Visible light meter 150
- UV (ultraviolet radiation) meter 1,300
- Vacuum cleaner 400
- Vacuum cleaner (HEPA) 1,100
- UV fluorescent filtering sleeves 6
- UV filtering Plexiglas
  - 8" x 10" sheet 8
  - 20" x 24" sheet 40
- UV filtering film professionally installed on windows 6/SF

Security

Museum Facility

Intrusion detection system (approximate minimum $2,000) 4-6/SF

Equipment and Supplies

- Recoring locks (contact locksmith or maintenance staff for costs)
- Locking key boxes 35-50
- Metal or solid core doors 250-400
- Deadbolt locks 50

Fire Protection

Museum Facility

- Fire detection system 4-6/SF
- Fire suppression system
  - Wet pipe system (includes smoke or heat detection system) 9-13/SF
  - Dry pipe system (includes smoke or heat detection system) 11-15/SF

NOTE: Costs increase if the system requires the installation of a new dedicated National Fire Protection Association (NFPA) approved 4" or 6" water line or if there is a need for a water storage reservoir. Specific estimated costs for installation of water line and storage reservoir include:

- Pipe installation 41/LF
- Backflow preventer 11,500
- Gate valve 1,200-1,900
- Water meter and box 10,000
- Connection to existing line 2,500
- 10,000 gallon steel on-grade storage reservoir 36,500
  (Prices vary with capacity and type of construction.)

Figure F.1. Cost Estimates (1999) (continued)

Dollars

Equipment and Supplies

- ABC fire extinguisher (20 pound unit) 115
- ABC fire extinguisher (10 pound unit) 70
- Flammable liquid cabinet 700
- Four-drawer insulated file cabinet 800
- Media insert for insulated file cabinet 200
- Four-drawer media file, 3 drawers @ 125°F-1 hr, 1 drawer @ 350°F -1 hr. 2,400
- Media safe, large 2-door model 4,400

Professional Assistance and Museum Planning

- Assistance with establishing optimum relative humidity and temperature levels 5,000
- Security Survey 11,000
- Fire Protection Survey 11,000
- Collection Management Plan 3,000-17,000
- Collection Condition Survey 10,000
- Collection Storage Plan 6,500
- Integrated Pest Management Plan 5,000
- Housekeeping Plan 8,500

Figure F.1. Cost Estimates (1999) (continued)

NATIONAL PARK SERVICE CHECKLIST FOR PRESERVATION AND PROTECTION OF MUSEUM COLLECTIONS

Department of the Interior
National Park Service
National Center for Cultural Resources Stewardship and Partnership Programs
Museum Management Program

April 1996

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections

_____
(Park/Center Acronym)

1

NATIONAL PARK SERVICE
CHECKLIST FOR PRESERVATION AND PROTECTION
OF MUSEUM COLLECTIONS

CHECKLIST COVER SHEET

Please complete and attach this cover sheet to your completed checklist.

Unit Name: _____

Unit Address:
(Street Address)

_____
(P.O. Box Number)

_____
(City, State, Zip Code)

Telephone Number: _____ Fax Number: _____

Completed by: _____ Date: _____
(Print/Type Name)

_____
(Print/Type Title)

_____ Date: _____
(Print/Type Name)

_____
(Print/Type Title)

Reviewed/Approved by: _____
(Print/Type Park Superintendent/Center Manager Name)

_____ Date: _____
(Park Superintendent/Center Manager Signature)

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

TABLE 1: UNIT FACILITIES HOUSING MUSEUM COLLECTIONS

Facility Code	Name and Type of Facility	Type of Museum Space
A	Museum Collection Building (Example Entry)	S
B	Visitor Center (Example Entry)	E
C	Visitor Center (Park Headquarters Office (Example Entry)	A
1		
2		
3		
4		
5		
6		
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12		
13		
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15		
16		
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19		
20		
21		
22		

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

_____
(Park/Center Acronym)

CHECKLIST 3

A. ADMINISTRATIVE OFFICES

Are framed artwork or other museum objects (e.g., furniture) on display in one or more administrative offices of the unit? YES___ NO___
If the response is YES, complete this section of the checklist.

Operations (Procedural):

1. Issuing keys to office spaces housing museum objects is strictly controlled by the use of a signed hand receipt. YES___ NO___

2. Opening and closing procedures are written, approved, and practiced. YES___ NO___

3. If time allows in a pending disaster (e.g., storm, flood, fire), there are instructions that provide guidance for the prioritized safe and secure evacuation of artwork. YES___ NO___

4. Smoking is prohibited in offices housing museum objects. YES___ NO___

5. Levels of relative humidity and temperature are monitored and recorded. YES___ NO___

6. The placement of artwork is away from heating and air-conditioning vents. YES___ NO___

7. The visible spectrum of light is monitored for illuminance level and duration, is controlled, and meets the standards outlined in the NPS *Museum Handbook*, Part I (Sep 90). YES___ NO___

8. The placement of artwork is such that outside light does not directly fall on object(s). YES___ NO___

9. Handling and dusting of museum property is performed only by staff who have received appropriate training. YES___ NO___

10. Three-dimensional materials are displayed in areas that minimize accidental damage. (If there are no three-dimensional materials on display, respond NA indicating not applicable.) YES___ NO___ NA___

Equipment and Supplies:

11. Ultraviolet (UV) radiation is controlled by a filtering material that has UV absorbing properties. YES___ NO___

Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST (Park/Center Acronym) 4

12. Artwork is properly framed and is securely hung on the wall. YES___ NO___

Deficiency: Cost: $_____

Professional Assistance and Museum Planning:

13. Through a Collection Condition Survey (CCS), conservators have provided the unit a condition assessment of artwork and other museum property in administrative offices and guidance on setting priorities for care and conservation treatment. YES___ NO___

Deficiency: Cost: $_____

B. MUSEUM COLLECTIONS STORAGE

Are museum collections stored in a facility located within the unit? YES___ NO___
If the response is YES, complete this section of the checklist.

Museum Facility:

1. The museum storage area is used solely for storage of museum objects. YES___ NO___

Deficiency: Cost: $_____

2. The curatorial office and research/reference and work areas are separated from the museum collections storage space. YES___ NO___

Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

(Park/Center Acronym)

5

3. Flammable liquids and materials, audiovisual equipment and other interpretive materials, and curatorial forms and supplies are stored outside the museum storage space in an appropriate cabinet. YES___ NO___

   Deficiency: Cost: $_____

4. The space is outside the 100-year floodplain. YES___ NO___

   Deficiency: Cost: $_____

5. The space is in an area that will not flood if pipes break, or drains back up. YES___ NO___

   Deficiency: Cost: $_____

6. The space is appropriately insulated to help maintain environmental conditions. YES___ NO___

   Deficiency: Cost: $_____

7. If space has windows, they are blocked (e.g., covered with plywood sheets) and insulated. (If space has no windows, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
6

8. Space has as few doors as possible to enhance security and environmental control, but has enough to meet requirements for employee safety. YES___ NO___

   Deficiency: Cost: $_____

9. Space is as free of water, steam, drain, and fuel pipes as is practical. YES___ NO___

   Deficiency: Cost: $_____

10. Space is free of water, gas, or electric meters, electrical panels, and utility valves that require monitoring and servicing by non-curatorial personnel. YES___ NO___

    Deficiency: Cost: $_____

11. Space is sufficient for the movement of staff, equipment, and objects in and out without hindrances (e.g., low ceilings; inadequately sized doors; or narrow, winding, or steep stairways). YES___ NO___

    Deficiency: Cost: $_____

12. Space is large enough to accommodate the current museum collection and any anticipated growth. YES___ NO___

    Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
7

13. Space is organized in a way that allows for easy access to museum objects and use of proper storage equipment. YES___ NO___

    Deficiency: Cost: $_____

Equipment and Supplies:

14. Sufficient equipment (e.g., quantities, sizes, and appropriateness of cabinets, shelving units, and specialized racks) is used to store and contain museum objects without crowding. YES___ NO___

    Deficiency: Cost: $_____

15. Museum storage cabinets are in good condition (e.g., are free of rust, have gaskets intact to provide good sealing action, have smoothly operating doors) and have working, keyed or combination lock mechanisms. YES___ NO___

    Deficiency: Cost: $_____

16. Museum cabinet drawers are not loaded beyond the manufacturer's recommended weight capacity. YES___ NO___

    Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
8

17. Museum cabinets are stacked no more than two high. YES___ NO___

    Deficiency: Cost: $_____

18. Open shelving is free of burrs, splinters, exposed nails, screws, and bolts that can damage museum objects. YES___ NO___

    Deficiency: Cost: $_____

19. Museum objects that are stacked are protected by appropriate containers or cushioning materials. YES___ NO___

    Deficiency: Cost: $_____

20. Museum cabinets are raised off the floor at least 4″ (preferably 6″) as a precaution against potential flooding and to facilitate cleaning of floors and inspection for pest problems. Bottom shelves of shelving units are raised off the floor 4″ to 6″. YES___ NO___

    Deficiency: Cost: $_____

21. Open shelving is stabilized to prevent it from tipping over. YES___ NO___

    Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
9

22. The unit is in an earthquake zone. YES___ NO___

23. Restraining bars or cords are attached to edges of shelves to prevent objects from falling off shelves during an earthquake. (If your response to item 22 is NO, respond NA indicating not applicable.) YES___ NO___ NA___

Deficiency: Cost: $_____

24. Closed cell polyethylene foam is used in museum cabinet drawers and on shelving to cushion objects. (Exception: If natural history specimens are to be used for analysis of organic chemicals, do not use any kind of plastic in storage containers.) YES___ NO___

Deficiency: Cost: $_____

25. Objects in museum cabinets are placed in specimen trays, padded or otherwise prevented from shifting when drawers are opened and closed. YES___ NO___

Deficiency: Cost: $_____

26. Museum objects and archival materials are housed in storage containers or on mounts (e.g., boxes, folders, envelopes, herbarium paper) that are made of museum/archival quality materials. YES___ NO___

Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
10

27. Natural history specimens stored in fluids are housed in a space that provides appropriate ventilation. (If there are no specimens stored in fluids, respond NA indicating not applicable.) YES___ NO___ NA___

Deficiency: Cost: $_____

28. Natural history specimens stored in fluids are housed separately from dry specimen collections. (If there are no specimens stored in fluids, respond NA indicating not applicable.) YES___ NO___ NA___

Deficiency: Cost: $_____

29. Nitrate film is housed in buffered sleeves or envelopes, placed in Ziplock™ polyethylene bags, and stored in appropriate frost-free freezers in separate space from all other collections. (If there is no nitrate film, respond NA indicating not applicable.) YES___ NO___ NA___

Deficiency: Cost: $_____

30. Spaces and/or cabinets housing specimens stored in fluids, specimens treated with pesticides, rocks/minerals/fossils that are radioactive, or nitrate film are identified by appropriate health/safety sign. (If there are none of these materials, respond NA indicating not applicable.) YES___ NO___ NA___

Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST _____ (Park/Center Acronym) 11

C. EXHIBITS

Are museum collections exhibited in a facility located within the unit? YES___ NO___
If the response is YES, complete this section of the checklist.

Operations (Procedural):

1. Exhibit plans and historic furnishings reports are reviewed by curatorial staff to ensure that preservation, protection, and maintenance needs of museum objects are adequately addressed. YES___ NO___

   Deficiency:

Museum Facility:

2. The space is outside the 100-year floodplain. YES___ NO___

   Deficiency: Cost: $_____

3. The space is in an area that will not flood if pipes break, or drains back up. YES___ NO___

   Deficiency: Cost: $_____

Equipment and Supplies:

4. Exhibit cases are designed and fabricated in a manner that ensures the security and preservation of museum property (e.g., uses tamper-resistant screws; minimizes heat build up; controls light, relative humidity, dust levels; and prevents access by insects). (If there are no exhibit cases, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST _____ (Park/Center Acronym) 12

5. Exhibit cases are designed and fabricated in a manner that facilitates maintenance (i.e., ease of access for inspection, inventory, cleaning, rotation of sensitive materials). (If there are no exhibit cases, respond NA Indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

6. Where needed, mounts constructed of museum quality material are used to support objects and specimens. (If there are no mounts, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

7. Freestanding museum objects on exhibit are protected by physical barriers, alarm detection systems, or staff on duty. (If there are no freestanding objects, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

D. MUSEUM ENVIRONMENT

Operations (Procedural):

1. Levels of relative humidity and temperature in storage and exhibit spaces are monitored on a daily basis to provide an accurate and complete picture of all changes in both of these environmental factors during each year. (If response is NO and unit does not have monitoring equipment, include equipment purchase cost in item 11.) YES___ NO___

   Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST		_____ (Park/Center Acronym) 13
2.	A record of daily observations, noting occurrences such as unusual exterior climatic conditions, leaky roof, re-calibration of equipment, or an unusual visitation pattern, is maintained to help explain any variations in relative humidity and temperature readings. Deficiency:	YES___ NO___
3.	Records of relative humidity and temperature readings and of daily observations are permanently retained in the unit's curatorial files. Deficiency:	YES___ NO___
4.	Records of relative humidity and temperature readings and of daily observations are reviewed and analyzed monthly to determine relative humidity and temperature highs, lows, and means; and the frequency and extent of fluctuations. Deficiency:	YES___ NO___
5.	The visible spectrum of light is monitored and recorded for illuminance level and duration. (If response is NO and unit does not have a light meter, include purchase cost under item 11.) Deficiency:	YES___ NO___
6.	Levels of natural light (daylight) have been recorded quarterly for one year to establish seasonal variations. Deficiency:	YES___ NO___

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
14

7. The unit has a record of annual seasonal variations and periodically spot checks to ensure that levels do not exceed the upper limits for sensitive objects. YES___ NO___

   Deficiency:

8. UV filtering material is periodically monitored to ensure its continued effectiveness in meeting the standard in the NPS *Museum Handbook*, Part I (Sep 90), Chapter 4. (If there is no UV filtering material, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

9. Monitoring (inspections) for evidence of insect, mold, and rodent infestations is conducted on an ongoing basis with especially close inspection of museum objects on a monthly basis. YES___ NO___

   Deficiency:

10. The monitoring and control of pests is coordinated with the unit's Integrated Pest Management Program. YES___ NO___

    Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
15

Equipment and Supplies:

11. The unit has appropriate equipment (e.g., hygrothermograph, datalogger, visible light meter, UV monitor) to implement and maintain an ongoing environmental monitoring program. YES___ NO___

    Deficiency: Cost: $_____

12. The park has installed equipment/system in each space housing museum collections to control relative humidity and temperature. YES___ NO___

    Deficiency: Cost: $_____

13. The visible spectrum of light is controlled to meet the standard in NPS *Museum Handbook*, Part I (Sep 90), Chapter 4. YES___ NO___

    Deficiency: Cost: $_____

14. Ultraviolet (UV) radiation is controlled by a filtering material that has UV absorbing properties. YES___ NO___

    Deficiency: Cost: $_____

15. Dust covers are used on open shelving when objects are not otherwise protected from dust (e.g., in boxes). (If there is no open shelving, respond NA indicating not applicable.) YES___ NO___ NA___

    Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

(Park/Center Acronym)

16

16. Particulates (dust) in museum storage and exhibit spaces are controlled. YES___ NO___

Deficiency: Cost: $_____

E. SECURITY

Operations (Procedural):

1. Keys to museum storage spaces, exhibit cases, and work and research/ reference spaces are issued to only those employees having direct responsibility for the collections. YES___ NO___

Deficiency: Cost: $_____

2. Issuing of keys to museum storage spaces and exhibit cases is strictly controlled by the use of a signed hand receipt (e.g., DI-105 or equivalent form). YES___ NO___

Deficiency:

3. Written, approved procedures for controlling access to the museum collections by non-curatorial staff, outside researchers, and visitors are implemented. YES___ NO___

Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
17

4. All researchers, visitors, and non-curatorial staff who enter the storage area are escorted at all times by unit curatorial staff. (For exhibit spaces, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

5. A visitor/researcher sign-in log is used to record name and address of visitor, date of visit, time entered and time departed, and reason for visit. (For exhibit spaces, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

6. Opening and closing procedures for museum spaces are written, approved and practiced. YES___ NO___

   Deficiency:

7. Museum objects in exhibit spaces are given additional protection at times of high risk, such as during times of crowding or of special activities. (If there are no exhibits, respond NA indicating not applicable. For storage spaces, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

8. The special needs of museum collections and records are incorporated into the unit's Emergency Operation Plan (EOP). YES___ NO___

   Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
18

9. Installed intrusion detection systems are inspected and maintained on a regular schedule to ensure that they are fully operational. (If there are no intrusion detection systems, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

10. The unit has determined the extent to which museum collections and associated museum records are at risk from the threats listed in the NPS *Museum Handbook*, Part I (Sep 90), Chapters 9 and 10. YES___ NO___

    Deficiency:

Museum Facility:

11. Entrances to museum spaces are equipped with metal or solid-core wood doors that have deadbolt locks. YES___ NO___

    Deficiency: Cost: $_____

12. Intrusion detection systems appropriate to the risks involved and to the nature of the museum collection <u>are installed and operable</u> in museum storage and exhibit spaces. YES___ NO___

    Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST _____ (Park/Center Acronym) 19

Equipment and Supplies:

13. Small, highly sensitive and valuable museum objects, archival documents, and natural history type specimens housed in museum storage spaces are kept in locked cabinets with keyed or combination locks. (If there are none of these objects, respond NA indicating not applicable.) YES___ NO___ NA___

    Deficiency: Cost: $_____

14. Irreplaceable or particularly sensitive or valuable objects used in exhibits are protected in cases or by other means that provide protection from theft or vandalism, without making curatorial access impractical. (If there are none of these objects, respond NA indicating not applicable.) YES___ NO___ NA___

    Deficiency: Cost: $_____

F. FIRE PROTECTION

Operations (Procedural):

1. Fire detection and suppression systems are inspected and maintained on a regular schedule to ensure that they are fully operational. (If unit has no fire detection or suppression systems, respond NA indicating not applicable.) YES___ NO___ NA___

    Deficiency:

2. Fire extinguishers are inspected annually to ensure that they are operational. YES___ NO___

    Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
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3. Staff are trained in the use of fire extinguishers. YES___ NO___

   Deficiency:

4. Museum objects on top of shelving or museum cabinets do not obstruct the discharge heads for fire suppression systems and are not closer than 18" to the ceiling. (If there is no fire suppression system, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

5. The special needs of museum objects and museum records are incorporated in the unit's Structural Fire Plan. YES___ NO___

   Deficiency:

6. Orientation on the location, nature, significance, and specific needs of museum property has been provided to NPS and non-NPS fire fighting entities who are responsible for responding to the suppression of a fire. YES___ NO___

   Deficiency:

Museum Facility:

7. Spaces housing museum collections and their structural components (e.g., walls, floors, ceilings, doors and windows) are made fire-resistant to the extent possible, given the nature of the structure. YES___ NO___

   Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
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8. Fire detection and suppression systems appropriate to the risks involved, to the nature of the museum collection, and to the structure housing the collections are installed and operable. YES___ NO___

   Deficiency: Cost: $_____

Equipment and Supplies:

9. An appropriate number and type of fire extinguishers are installed according to the anticipated types of fires, the nature of the collection, and the size of the protected area. YES___ NO___

   Deficiency: Cost: $_____

10. Flammable liquids and materials are housed outside museum storage spaces and, regardless of where stored, such materials are housed in approved flammables storage cabinets with proper ventilation. (For exhibit spaces, respond NA indicating not applicable.) YES___ NO___ NA___

    Deficiency: Cost: $_____

11. All paper museum records are kept in a locking, insulated safe, file, or vault with equivalent or better protection that will maintain an interior temperature of less than 350°F during a one-hour exposure to exterior temperatures of at least 1700°F. YES___ NO___

    Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

12. If the container described in item 11 is housed on a level of a building above grade, the container also is rated to withstand a drop of 30 feet. (If there is no container or if the container is housed below grade, respond NA indicating not applicable.) YES___ NO___ NA___

    Deficiency: Cost: $_____

13. Magnetic media (floppy disks and tapes) that back up NPS Automated National Catalog System (ANCS) data files and other collection data files are stored in a container (e.g., media safes, media files, mixed media files, and media boxes) that will maintain an interior temperature of not more than 125°F during a one hour exposure to an exterior temperature of 1700°F. (**NOTE**: Media boxes are acceptable only when inserted in an appropriately rated insulated records file as described in item 11.) YES___ NO___

    Deficiency: Cost: $_____

G. HOUSEKEEPING

Operations (Procedural):

1. Housekeeping in museum storage and exhibit spaces is performed according to a plan's established schedule. YES___ NO___

   Deficiency:

2. Written rules and procedures are available to provide staff with guidance on the handling and moving of museum objects. YES___ NO___

   Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
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3. Smoking, drinking, and eating and displaying living plants, fresh flowers, and foodstuffs in museum storage and exhibit spaces and in research, working, and research/reference spaces are prohibited in writing. YES___ NO___

   Deficiency:

4. Relative humidity and temperature monitoring equipment is calibrated quarterly. (If there is no monitoring equipment, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

5. If a hygrothermograph is used to monitor relative humidity and temperature, it is regularly maintained (e.g., linkage is cleaned, ink is replenished). (If a hygrothermograph is not used, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

6. The housekeeping plan for museum spaces is reviewed annually and is revised as necessary. (If there is no housekeeping plan, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

H. PROFESSIONAL ASSISTANCE AND MUSEUM PLANNING

1. Working with museum environment specialists, the unit has established optimum relative humidity and temperature levels and acceptable highs and lows based on data recorded from ongoing monitoring program. YES___ NO___

   Deficiency: Cost: $_____

2. The unit has conducted a security survey. (If the response is NO, and there is a need for this survey, complete the deficiency and cost blocks below. If there is no need for a security survey, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

3. The unit has conducted a fire protection survey. (If the response is NO, and there is a need for this survey, complete the deficiency and cost blocks. If there is no need for a fire protection survey, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

4. The needs of the museum collection are adequately addressed in project statements that are included in the unit's Resources Management Plan (RMP). YES___ NO___

   Deficiency:

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

CHECKLIST

_____
(Park/Center Acronym)
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5. The unit has an approved Collection Management Plan (CMP). YES___ NO___

   Deficiency: Cost: $_____

6. Through a Collection Condition Survey (CCS) or multiple surveys, conservators have provided the unit with an assessment of the condition of material specific objects on exhibit and in storage and have provided guidance on setting priorities for conservation treatment. YES___ NO___

   Deficiency: Cost: $_____

7. The unit has an approved Collection Storage Plan (CSP). (If the response is NO, and there is a special need for this plan, independent of a CMP, complete the deficiency and cost blocks. If there is no need for a Collection Storage Plan, respond NA indicating not applicable.) YES___ NO___ NA___

   Deficiency: Cost: $_____

8. An Integrated Pest Management Plan for all spaces housing museum collections has been written. YES___ NO___

   Deficiency: Cost: $_____

9. A housekeeping plan has been written for museum storage, exhibit, work, and research spaces. YES___ NO___

   Deficiency: Cost: $_____

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)

TABLE 2: ESTIMATE OF TOTAL FUNDING NEEDED TO CORRECT DEFICIENCIES

Checklist Categories and Sub-Categories	Costs*
ADMINISTRATIVE OFFICES	$
MUSEUM COLLECTIONS STORAGE	
Museum Facility	$
Equipment and Supplies	$
EXHIBITS	
Operations (Procedural)	Base Funding**
Equipment and Supplies	$
MUSEUM ENVIRONMENT	
Operations (Procedural)	Base Funding**
Equipment and Supplies	$
SECURITY	
Operations (Procedural)	$
Museum Facility	$
Equipment and Supplies	$
FIRE PROTECTION	
Operations (Procedural)	Base Funding**
Museum Facility	$
Equipment and Supplies	$
HOUSEKEEPING	
Operations (Procedural)	Base Funding**
PROFESSIONAL ASSISTANCE AND MUSEUM PLANNING	$
UNIT'S ESTIMATED TOTAL COST	$

* Enter total cost for all items in this checklist category.

** These deficiencies are to be corrected using the unit's base funding.

Figure F.2. NPS Checklist for Preservation and Protection of Museum Collections (continued)